



**ISAC's
Post-Master of Social
Work School Social Work
Professional Educator
License (SWSP)
Scholarship Program**

User Guide

April 2023



SWSP Administration Process

Certification

Certification is the first step in the awarding process and requires that colleges complete and submit the certification record for each applicant, regardless of whether the student is eligible or ineligible.

Once students have submitted their complete application/promissory note, schools will see a list of the students in the SWSP system for the current award year.

Colleges will certify a student in ISAC's Gift Assistance Programs (GAP) Access by certifying each student's eligibility/anticipated term(s)/eligible amount. Even if you anticipate the student will attend the summer term, certify and enter the eligible amount.

The only way an applicant can be considered for an award and/or receive an SWSP notification letter about their ineligibility is if the applicant's certification has been completed by the college in GAP Access.

If a college certifies a student as ineligible for an award, a 'Notice of Ineligibility' is sent to the applicant. Copies of the ineligible student letters are not sent to the college.

As part of the payment request process, colleges are certifying that the student is enrolled and continues to meet all eligibility criteria of the program.

Each scholarship pays tuition and mandatory fee costs for an academic year (including summer) at Illinois public universities. A total of 250 scholarships may be awarded annually to qualified students, with priority given to minority applicants.

Schools can make updates to the certification data screen until the students get awarded.

Contact School Services for any questions by sending an e-mail to isac.schoolservices@illinois.gov.

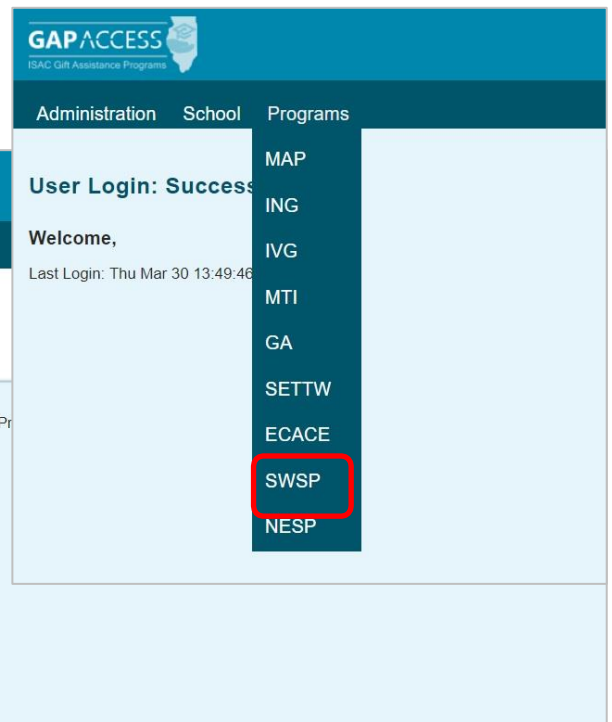
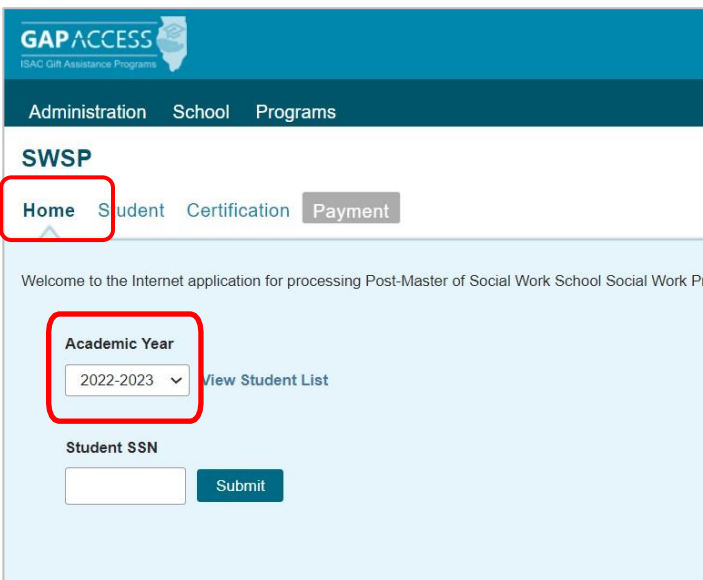
Access and Navigation

The system to administer the Post-Master of Social Work School Social Work Professional Educator License (SWSP) Scholarship Program is available through ISAC's Gift Assistance Programs (GAP) Access portal at <https://isacportal.isac.org>.

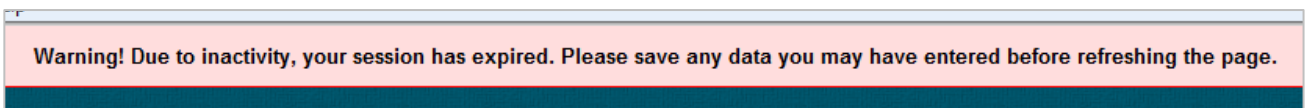
All users need a valid GAP Access ID and password, along with a 2-factor authentication one-time verification code to access the system.

ISAC relies on a designated Primary Administrator (usually, the Financial Aid Director) at each institution to authorize users and provide them with the appropriate level of access for each ISAC program.

Once a school user has successfully logged in to GAP Access, the SWSP information can be accessed by selecting the SWSP program near the top of the screen.




Please note that the GAP Access system will time out after prolonged inactivity. The following message will appear to allow you to save your data.





SWSP Student List Eligibility: View Screen

Once you have navigated to the SWSP Program in GAP Access, you can view the list of students who have submitted a SWSP application to ISAC and listed your school as the college the applicant plans to attend. The list will initially appear in alphabetical order; however, you may use the **Filter**, **Sort** and **Columns** functionality to customize your view as needed.

In addition to the applicant data, the **Student List Eligibility: View** screen includes the ethnicity of the applicant, whether the application is complete, timely, untimely, certified eligibility and date, along with icons to indicate eligibility issues.

Applicants with eligibility or conflict issues will be identified by icons in the **List** view, and more information can be obtained on the applicant's **Student Detail** screen by selecting the **magnifying icon**  in the first column of the student record.































A **yellow lightbulb**  is an indicator of student eligibility issues, and a **red triangle**  is an indicator of a conflict issue.

SWSP 2022-2023: Student List Eligibility: View

Home Student Certification Payment

List Filter Sort Columns

Entries displayed 20

#	Sel	Current SSN	Last Name	First Name	DOB	Ethnicity	School Code	Application Complete	Applicant Category	Certified Eligible	Certified Date	Forward Date
1	 	<input type="checkbox"/>	xxx-xx-			Other		Y	Timely New	Y	04/04/2023	
2	  	<input type="checkbox"/>	xxx-xx-			African American / Black		Y	Timely New	N	04/04/2023	
3	 	<input type="checkbox"/>	xxx-xx-			African American / Black		Y	Untimely New	Y	04/04/2023	
4	 	<input type="checkbox"/>	xxx-xx-			African American / Black		Y	Timely New			
5	 	<input type="checkbox"/>	xxx-xx-			African American / Black		Y	Timely New			
6	 	<input type="checkbox"/>	xxx-xx-			Hispanic American		Y	Timely New			
7	 	<input type="checkbox"/>	xxx-xx-			Other		Y	Timely New			
8	 	<input type="checkbox"/>	xxx-xx-			Other		Y	Timely New			
9	 	<input type="checkbox"/>	xxx-xx-			African American / Black		Y	Timely New			
10	  	<input type="checkbox"/>	xxx-xx-			Hispanic American		N	Ineligible			
11	 	<input type="checkbox"/>	xxx-xx-			Hispanic American		Y	Timely New			
12	 	<input type="checkbox"/>	xxx-xx-			Other		Y	Timely New			
13	 	<input type="checkbox"/>	xxx-xx-			African American / Black		Y	Timely New			
14	 	<input type="checkbox"/>	xxx-xx-			Other		Y	Timely New			

Showing 1 to 14 of 14 entries

View Report Excel Report Save Selected

SWSP Student List Eligibility: View Screen

Certified applicants will continue to appear on the **Student List Eligibility: View** screen, and the **Certified Eligible** field will be populated with a 'Y' or 'N' depending on how the certification was completed, along with the **Certified Date** field, for when the student was certified. If **Certified Eligible & Date** fields are 'blank', this indicates the student has not yet been certified. The records that are 'blank' in the certified status are outstanding certifications.

SWSP 2022-2023: Student List Eligibility: View

Home Student Certification Payment

List Filter Sort Columns

Entries displayed 20

#	Sel	Current SSN	Last Name	First Name	DOB	Ethnicity	School Code	Application Complete	Applicant Category	Certified Eligible	Certified Date	Award Date
1		\$	<input type="checkbox"/>	xxx-xx-		Other		Y	Timely New	Y	04/04/2023	
2		\$		<input type="checkbox"/>	xxx-xx-		African American / Black	Y	Timely New	N	04/04/2023	
3		\$	<input type="checkbox"/>	xxx-xx-		African American / Black	Y	Untimely New		Y	04/04/2023	
4		\$	<input type="checkbox"/>	xxx-xx-		African American / Black	Y	Timely New				
5		\$	<input type="checkbox"/>	xxx-xx-		African American / Black	Y	Timely New				
6		\$	<input type="checkbox"/>	xxx-xx-		Hispanic American	Y	Timely New				
7		\$	<input type="checkbox"/>	xxx-xx-		Other	Y	Timely New				
8		\$	<input type="checkbox"/>	xxx-xx-		Other	Y	Timely New				
9		\$	<input type="checkbox"/>	xxx-xx-		African American / Black	Y	Timely New				
10		\$		<input type="checkbox"/>	xxx-xx-		Hispanic American	N	Ineligible			
11		\$	<input type="checkbox"/>	xxx-xx-		Hispanic American	Y	Timely New				
12		\$	<input type="checkbox"/>	xxx-xx-		Other	Y	Timely New				
13		\$	<input type="checkbox"/>	xxx-xx-		African American / Black	Y	Timely New				
14		\$	<input type="checkbox"/>	xxx-xx-		Other	Y	Timely New				

Showing 1 to 14 of 14 entries

View Report Excel Report Save Selected

Depending on your computer, monitor, and screen settings, you may need to use the horizontal scroll bar at the bottom of the page to navigate farther to the right to see the remaining columns on the **Student List Eligibility: View** screen.

Award Date	Award Amount	Units Used
		0.00
		0.00
		0.00
		0.00
		0.00

Horizontal scroll bar

Navigation: 1

SWSP Student List: Filter Screen

You may filter student records by selecting specific categories provided on the **Student Eligibility List: Filter** screen, which can be accessed by selecting the **Filter** tab.

SWSP 2022-2023: Student Eligibility List: Filter

Home **Student** Certification Payment

List **Filter** Sort Columns

SSN
[Text Input]

Last Name
[Dropdown] [Text Input]

First Name
[Dropdown] [Text Input]

Term
[- All -]

Application Receipt Date
Start [Date Picker] End [Date Picker]

Ethnicity
- Select -
African American / Black
Asian American
Hispanic American
Native American
Other

- Selected
- Eligible
- Awarded
- Eligible Unawarded
- Application Withdrawn
- Incomplete

- Timely New
- Timely Renewal
- Untimely New
- Untimely Renewal

Ineligible Reasons

- Does not have a Valid Social Work License
- Selected school Not Listed
- Certified Ineligible


List **Reset**


Once you have selected your criteria from the drop down menus and/or selected the category options on the right side of the screen, select the **List** tab to generate your customized view.

A **Reset** tab is also available to clear multiple selections with one click.

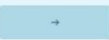
SWSP Student List: Sort Screen

The **Student Eligibility List: Sort** screen provides you with several options for sorting the student list. This screen is accessed by selecting the **Sort** tab.

To sort your list, check the box next to the the data element(s) you would like to sort by, then select the **Add** arrow to add them to the **Selected** list. 

Use the **Move Up** arrow  to put the data elements in the order in which to sort.

You can also drag and drop your selection(s) into the **Selected** or **Unselected** column.

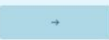




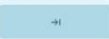
SWSP 2022-2023: Student Eligibility List: Sort

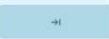
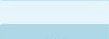
Home Student Certification Payment

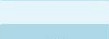

List Filter Sort Columns


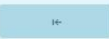
Unselected Selected

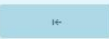

Applicant Category  Last Name 



Application Complete  First Name 



Award Amount  

Award Date  

Certified Date  

DOB  

Ethnicity  

School Code  

Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.

List Reset

Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.


Once you've made all of sorting selections, click on the **List** tab to generate your customized list.



A **Reset** tab is available to clear multiple selections with one click.

SWSP Student List: Columns Screen

The **Student Eligibility List: Columns** screen allows you to select the columns you want to view and customize the order in which they appear. This screen is accessed by selecting the **Columns** tab.

To select a column for your customized list, click on the column heading to highlight it and then the **Add** arrow to add it to the Selected list. 

Similarly, to remove a column from the list view, select the column heading in the **Selected** list and then click on the **Remove** arrow to add it to the **Unselected** list. 














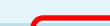
Use the **Move Up** and **Move Down** arrows to put the columns in the order in which would like them to appear on the List screen.  

You can also drag and drop your selection(s) into the **Selected** or **Unselected** column.

SWSP 2022-2023: Student Eligibility List: Columns

Home **Student** Certification Payment

List Filter Sort **Columns**

Unselected	Selected
Citizenship	Current SSN
Term	Last Name
Application Withdrawn Date 	First Name 
Application Submitted Date 	DOB 
	Ethnicity 
	School Code 
	Application Complete 
	Applicant Category 
	Certified Eligible 
	Certified Date
	Award Date
	Award Amount

List **Reset**

Once you've made all of selections, click on the **List** tab to generate your customized list.

A **Reset** tab is also available to clear multiple selections with one click.

SWSP Certification List: View Screen

The **Certification List: View** screen includes all applicants for whom ISAC has received a complete SWSP application with your college listed on the application. The certification list is defaulted to show the outstanding students that need certified.

Certification is the first step in the awarding process and requires that colleges complete and submit the certification record for each applicant, regardless of whether the student is eligible or ineligible. The only way an applicant can be considered for an award and/or receive an SWSP notification letter about their ineligibility is if the applicant's certification has been completed by the college in GAP Access.

To complete a certification record for an applicant, navigate to the **Certification List: View** screen and click on an individual student's name or SSN to open up a **Certification Data** screen for the student. Enter the required data and then click on the **Save/Submit** button to complete the certification process for that student record. The **Save/Submit** button will not be enabled until data has been provided for ALL required fields. Or, to exit without saving and submitting, click on the **Close** button.

SWSP 2022-2023: Certification List: View

Home Student **Certification** Payment

List Filter

Entries displayed: 20

#	Current SSN	Last Name	First Name	Date of Birth
1	XXX-XX-			
2	XXX-XX-			
3	XXX-XX-			
4	XXX-XX-			

Showing 1 to 4 of 4 entries

View Report

Certification Data

Student Name

A valid Illinois Social Work License or Clinical Social Work License is a program eligibility requirement. If the applicant does not hold one of the required licenses, set the "Eligible" field to No and select the applicable Ineligible Reason.

The scholarship is applicable only toward tuition and mandatory fees.

Eligible:

Anticipated Term(s):

Term 1 Eligible Amount:

Term 2 Eligible Amount:

Term 3 Eligible Amount:

Ineligible Reason:

Save/Submit Close

Once you've saved the data, the student's certification is complete, and the student will no longer appear on the **Certification List: View** screen. But, you can always view the students by using the **Filter** functionality at the **Certification List: View** section that will allow you to select 'All' records, no matter if student was eligible or ineligible.

Certified applicants will continue to appear on the **Student List Eligibility: View**, and the **Certified Eligible** field will be populated with a 'Y' or 'N' depending on how the certification was completed, along with the **Certified Date**.

If something changes with a student's eligibility prior to the awarding process, schools can make updates to the certification data screen until the students get awarded.

Contact School Services with any questions by sending an e-mail to isac.schoolservices@illinois.gov

SWSP Student Certification Data Screen

Once the **Certification Data** screen has been opened up for an individual student record, the certification process can be completed by entering the appropriate data.

In the first data field, you must indicate if the student is eligible by selecting 'Yes' or 'No'.

The answer to this question will determine the other data elements that must be completed on the screen to complete the Certification process. Required data fields will be outlined in red.

If the answer is 'No', the required field you must complete is the **Ineligible Reason** by selecting the most appropriate answer from the drop-down menu.

After providing data elements for the required field(s), click on the **Save/Submit** button to complete the process.

Once you've saved the data, the student's certification is complete, and the student will no longer appear on the **Certification List: View** screen. But, you can always view the students by using the **Filter** functionality at the **Certification List: View** section that will allow you to select 'All' records, no matter if student was eligible or ineligible.

The screenshot shows the 'Certification Data' form. The 'Eligible' dropdown is set to 'No'. The 'Ineligible Reason' dropdown is open, showing a list of reasons: 'No remaining unmet cost', 'Not a U.S. citizen/eligible noncitizen', 'No Valid IL Social Work License', 'Defaulted student loan', 'Not making satisfactory academic progress', 'Not enrolled in required Social Work courses', 'Enrolled less than 3 credit hours', 'Reached max number of terms allowed', and 'Student declined award'. A red arrow points from the 'Ineligible Reason' dropdown to the 'Save/Submit' button. The 'Save/Submit' button and the 'Ineligible Reason' dropdown are highlighted with red boxes.

Certification Data

Student Name

A valid Illinois Social Work License or Clinical Social Work License is required for certification. If the applicant does not hold one of the required licenses, select the applicable Ineligible Reason.

The scholarship is applicable only toward tuition and mandatory fees.

Eligible: No

Anticipated Term(s):

Term 1 Eligible Amount:

Term 2 Eligible Amount:

Term 3 Eligible Amount:

Ineligible Reason:

- No remaining unmet cost
- Not a U.S. citizen/eligible noncitizen
- No Valid IL Social Work License
- Defaulted student loan
- Not making satisfactory academic progress
- Not enrolled in required Social Work courses
- Enrolled less than 3 credit hours
- Reached max number of terms allowed
- Student declined award

Save/Submit Close

SWSP Student Certification Data Screen

If 'Yes' is selected for the **Eligible** field, you must provide the following for the academic year:

- **Anticipated Term(s)** - Provide the student's anticipated term(s) of enrollment
 - 1 = Fall term;
 - 2 = Spring term;
 - 3 = Summer term;
 - 1 & 2 & 3 = All 3 terms;
 - 2 & 3 = Spring & Summer terms;
 - 1 & 2 = Fall & Spring terms;
 - 1 & 3 = Fall & Summer terms.
- **Term 1 Eligible Amount** = Enter the student's eligible amount for the Fall term
- **Term 2 Eligible Amount** = Enter the student's eligible amount for the Spring term
- **Term 3 Eligible Amount** = Enter the student's eligible amount for the Summer term
 - Eligible Amount = Tuition & Mandatory Fee amount the student is eligible for that term
 - Each term may not have the same amount; depends on students Tuition & Fee for each term

The screenshot shows the 'Certification Data' form. The 'Eligible' dropdown is set to 'Yes'. The 'Anticipated Term(s)' dropdown is open, showing options: 1, 2, 3, 1 & 2 & 3, 2 & 3, 1 & 2, and 1 & 3. A red arrow points from the '1 & 2 & 3' option to the 'Anticipated Term(s)' dropdown. Another red arrow points from the '1 & 2 & 3' option to the 'Term 1 Eligible Amount' input box. A third red arrow points from the '1 & 2 & 3' option to the 'Term 2 Eligible Amount' input box. A fourth red arrow points from the '1 & 2 & 3' option to the 'Term 3 Eligible Amount' input box. The 'Save/Submit' button is highlighted with a red box. A text box on the right explains that the selected term(s) determine which eligible amount boxes are available for entry.

Depending on which **Anticipated Term(s)** is selected will determine which **Term Eligible Amount(s)** will be available for you to enter the student's eligible amount for that term(s).

Examples:
If you choose '1 & 2 & 3' for the **Anticipated Terms**, then ALL 3 Term Eligible Amount boxes will open up for you to enter an amount.

If you choose '2' for the **Anticipated Term**, then the **Term 2 Eligible Amount** box is the ONLY box that will open up for you to enter an amount. All other terms will stay 'grayed out', unavailable for you to enter an amount.

After you've made your entry selections, click on the **Save/Submit** button at the bottom of the page.

Once you have saved your entries, they are considered submitted and certification is complete.

SWSP Certification List: Filter Screen

A **Filter** functionality is available in the **Certification List** section that will allow you to select certain records for certification.

If you would like to see a different group of students, you can select a different certify status to get the record(s) to display.

For example, if you prefer to focus on all **Eligible** and/or **Timely** renewals first, you may select those options on the **Certification List: Filter** screen, and then select **List** to generate a filtered list.

Administration School Programs

SWSP 2022-2023: Certification List: Filter

Home Student Certification Payment

List Filter

SSN
[Text Input]

Last Name
[Dropdown] [Text Input]

First Name
[Dropdown] [Text Input]

Certified Status
[Dropdown] [Dropdown Menu: - All -, Eligible, Not Eligible]

Timely New
 Timely Renewal
 Untimely New
 Untimely Renewal

List Reset

Certified Status will allow you to filter the students you want to view.

Select:

All – to view all students regardless of their certification status, not only “certified” students,
Eligible – to view only eligible certified students, or
Not Eligible – to view only ineligible certified students.

SWSP Student List Eligibility: View Screen

The **Student List Eligibility: View** screen lists all students who have and have not been certified.

The certified status will show as 'blank' if not yet certified.

The records that are 'blank' in the certified status are outstanding certifications.

SWSP 2022-2023: Student List Eligibility: View

Home **Student** Certification Payment

List Filter Sort Columns

Entries displayed 20

#	Sel	Current SSN	Last Name	First Name	DOB	Ethnicity	School Code	Application Complete	Applicant Category	Certified Eligible	Certified Date	Award Date
1	<input type="checkbox"/>	xxx-xx-				Other		Y	Timely New	Y	04/04/2023	
2	<input type="checkbox"/>	xxx-xx-				African American / Black		Y	Timely New	N	04/04/2023	
3	<input type="checkbox"/>	xxx-xx-				African American / Black		Y	Untimely New	Y	04/04/2023	
4	<input type="checkbox"/>	xxx-xx-				African American / Black		Y	Timely New			
5	<input type="checkbox"/>	xxx-xx-				African American / Black		Y	Timely New			
6	<input type="checkbox"/>	xxx-xx-				Hispanic American		Y	Timely New			
7	<input type="checkbox"/>	xxx-xx-				Other		Y	Timely New			
8	<input type="checkbox"/>	xxx-xx-				Other		Y	Timely New			
9	<input type="checkbox"/>	xxx-xx-				African American / Black		Y	Timely New			
10	<input type="checkbox"/>	xxx-xx-				Hispanic American		N	Ineligible			
11	<input type="checkbox"/>	xxx-xx-				Hispanic American		Y	Timely New			
12	<input type="checkbox"/>	xxx-xx-				Other		Y	Timely New			
13	<input type="checkbox"/>	xxx-xx-				African American / Black		Y	Timely New			
14	<input type="checkbox"/>	xxx-xx-				Other		Y	Timely New			

Showing 1 to 14 of 14 entries

View Report Excel Report Save Selected